



Republic of the Philippines
Department of Education
 REGION XI
SCHOOLS DIVISION OF DAVAO DE ORO

DEPARTMENT OF EDUCATION
 DIVISION OF DAVAO DE ORO
 RECORDS SECTION
RELEASED
 By: _____
 Date: 03-25-26 Time: 4:45 PM

Office of the Schools Division
 Superintendent

March 24, 2026

DIVISION MEMORANDUM
 SGOD-2026-359

**CAPACITY BUILDING ON BASIC EDUCATION INFORMATION SYSTEM
 (BEIS) DATA GATHERING FORMS**

To : All PSDSs/DCPs
 All Public and Private School Heads
 All others Concerned

1. In line with the recent updates in the Data Gathering Forms (DGF) of the Basic Education Information System (BEIS) and the engagement of newly hired Administrative Officers II, this Office will conduct capacity building from March 30 to April 16, 2026, covering all 18 districts.
2. The activity aims to ensure efficient data collection as well as to strengthen the competencies of personnel involved in BEIS implementation. All Administrative Officers II are required to attend and are advised to coordinate with their respective district offices for the specific schedule and venue.
3. Travel and incidental expenses shall be charged to School/ Division MOOE subject to government accounting rules and regulations.
4. A separate schedule and venue for the BEIS System Validation shall be announced through a subsequent memorandum once the official Excel-based data capture forms are made available for download.
5. Immediate dissemination of and compliance with this Memorandum are hereby directed.

PHOEBE GAY L. REFAMONTE, CESO VI
 Schools Division Superintendent



Capitol Complex, Brgy. Cabidanan, Nabunturan, Davao de Oro

☎ 0951-387-1728 (TNT); 0999-935-5399 (Call Only)

✉ davaodeoro@deped.gov.ph

🌐 www.deped-ddo.com

Doc. Ref. Code	PAWIM-F-025	Rev	00
Effectivity	09.12.22	Page	1 of 3



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DE ORO

Office of the Schools Division
Superintendent

**SCHEDULE OF CAPACITY BUILDING ON BASIC EDUCATION
INFORMATION SYSTEM (BEIS) DATA GATHERING FORMS**

CLUSTER	SCHOOLS/ DISTRICTS	DATE	VENUE
1	Maragusan East, Maragusan West, Araibo, Las Arenas and Tagugpo	March 30, 2026	Maragusan CES School Gym
2	Pantukan North, Pantukan South	April 7, 2026	Armen Rose Hall, Kingking CES
3	Laak North and Laak South	April 8, 2026	Laak CES School Gym
4	Compostela East, Compostela West Montevista	April 13, 2026	Compostela CES School Gym
5	Mawab. Maco , Nabunturan East, nabunturan West	April 14, 2026	Sta. Maria ES, Nabunturan
6	Monkayo East and Monkayo West	April 15, 2026	Monkayo CES Gym
7	Mabini, Maco and Shoreline Schools	April 16, 2026	Maco Heights CES School Gym

Prepared by:


SHIELA L. CAMBUNGGGA
Planning Officer III

Recommending Approval:


RUBEN J. REPONTE, EdD 
Chief of SGOD

Approved:


PHOEBE GAY L. REFAMONTE, CESO VI
Schools Division Superintendent



Capitol Complex, Brgy. Cabidanan, Nabunturan, Davao de Oro

☎ 0951-387-1728 (TNT); 0999-935-5399 (Call Only)

✉ davaodeoro@deped.gov.ph

🌐 www.deped-ddo.com

Doc. Ref. Code	PAWIM-F-025	Rev	00
Effectivity	09.12.22	Page	2 of 3